

PLAN CHECK MANAGER

DEFINITION

Under general direction, to manage, supervise, plan, direct, and record the daily building plan check and public counter functions of the Community Development Department; to supervise the examination and approval of plans, calculations, and other specialized technical documentation for complex structures related to architectural, structural, geotechnical, mechanical, electrical, and plumbing construction; and perform related work as required.

ESSENTIAL FUNCTIONS

Manages and supervises the Community Development Department's Building Plan Check and Public Counter Section; directs the scheduling and assigning of plan check and related permit work; supervises, investigates and resolves complaints in response to the public; supervises the administration of the on-line permitting system, and the tracking and compiling of statistics for Building Division's program reporting; monitors special Building Division programs including but not limited to the Development Impact Fee Program, Grading Bond Program, Storm Water Pollution, and Seismic Retrofitting; tracks code and legislative updates and revisions; coordinates and develops public counter plan check procedures; supervises development of public information including handouts and brochures; coordinates and tracks covenants, bonds, and other legal documentation related to construction projects; assists in the development and maintenance of emergency procedures for the Building Division; prepares technical reports and represents the Building Division at Board of Appeals hearings; supervises, reviews, and coordinates approvals of complex and specialized plans and calculations including architectural, structural, geotechnical, mechanical, electrical, and plumbing documents; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; supervises the training, hiring, discipline, evaluation, and promotion of Building Division staff; prepares written correspondence and reports; prepares reports of a technical nature citing findings based on code interpretations; attends public meetings and hearings; provides training, advice, and assistance to the plan check and permit staff as needed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - pertinent regulations governing building construction, building environmental and sanitation systems, and building construction practices, including federal, state, and local regulations; engineering methods and principles used in calculating structural loads, grading, drainage, geotechnical engineering basics, stress, other design tolerances, and mechanical, electrical, and plumbing systems; the principles and practices of sound personnel management and supervision.
- Ability to - review plans for conformity with pertinent building and safety regulations; review structural loads, hydrology, hydraulics, stress, mechanical, electrical, and plumbing calculations and design, and other calculations necessary to approve proposed plans; answer technical questions involving code interpretations; make field investigations and prepare technical reports; utilize computers and a variety of computer software; propose and develop regulations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major course work in architecture, engineering, such as civil, structural, architectural, mechanical, electrical, geotechnical, or closely related field; six years of professional engineering or architectural experience in design or reviewing construction documents, including two years at the supervisory level, at the level similar to a senior or management level plan check engineer, project architect, project engineer, construction manager, or facilities manager; and experience or training in engineering and business computer software applications.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; registration as a Civil Engineer, Structural Engineer, Electrical Engineer, or Mechanical Engineer in the State of California or licensure as an Architect in the State of California is required at time of appointment and during the course of employment in this classification; must obtain an International Code Conference (ICC) certification as a Plans Examiner or equivalent per state requirements within one year of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Public sector experience and ICC certification as a Plans Examiner or equivalent per state requirements at time of appointment.